



Position Qualification for Operational Coordination
Incident Management

LIAISON OFFICER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Liaison Officer is the single point of contact for those that are not part of the command staff
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Incident Management Team). 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Liaison Officer:</p> <ol style="list-style-type: none"> 1. Serves as the single point of contact for representatives of government departments and agencies (such as Federal, state, local, tribal, and territorial), as well as for jurisdictions, Nongovernmental Organizations (NGO), private sector organizations, and other cooperating agencies and organizations, and speaks on behalf of the Incident Commander (IC) or center director 2. Ensures that those who are not part of the command staff, but who contribute to the incident's prevention, protection, mitigation, response, and recovery, receive appropriate information and exchange communications with the Incident Management Team (IMT) or Emergency Operations Center staff. 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff -Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-706: National Incident Management System Intrastate Mutual Aid - An Introduction 7. IS/G-775: Emergency Operations Center Management and Operations 8. IS-800: National Response Framework, An Introduction 9. E0956: National Incident Management System Incident Command System All-Hazards Liaison Officer Course, or equivalent 10. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 11. USFA 0305: Type III All-Hazards Incident Management Team Course 	Identified equivalent trainings should meet or exceed course learning objectives.



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COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Liaison Officer, or equivalent Authority Having Jurisdiction (AHJ) documentation	Not Specified
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



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NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Incident Management Team
2. FEMA, NIMS 509: Incident Commander
3. FEMA, National Qualification System (NQS) Position Task Book for Liaison Officer, latest edition adopted
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, National Response Framework, June 2016